

STATE OF WISCONSIN:

CIRCUIT COURT

SHAWANO COUNTY
DIVISION

_____ State of Wisconsin

NOT GUILTY PLEA

_____ County of Shawano

Case(s) # _____

_____ Village/Town/City of _____

Vs.

_____, Defendant

I, _____, defendant in the above-entitled matter(s),
scheduled for intake on _____ wish to enter a plea of not guilty. I

request the following form of trial (select **ONLY** one below):

_____ Court Trial – The defendant will watch for the court notice establishing the next
court date. It is understood that any witnesses for the defendant will need to be
present in person at the court trial.

OR

_____ Jury Trial – The defendant understands that non-refundable jury fees of \$36.00
must be posted within 10 calendar days of the intake court date. If jury fees are
not posted the jury trial will be converted to a court trial. **IF A SETTLEMENT IS
MADE THE DAY OF THE JURY TRIAL YOU MAY BE ASSESSED ACTUAL
JURY COSTS WHICH COULD BE AS HIGH AS \$1,000 FOR A ONE DAY
TRIAL.**

Dated: _____

Defendant's Signature

Correct Mailing Address:

Phone Number: _____

If mailing this document to the Clerk of Court
office, keep a copy for your own records.

If defendant in person: Copy of both sides given to the defendant on _____ (date)
by _____ (initials).

PLEASE READ INSTRUCTIONS BEFORE COMPLETING:

1. The Court does not have the ability to amend points. If you are found guilty of a traffic violation, your driving record may be charged with demerit points. The court will not determine the number of points assessed against your record. The court will merely report the conviction to the Wisconsin Division of Motor Vehicles and the DMV will assess the number of points against your record, depending upon the charge. If you are interested in point reduction classes please contact a technical college.
2. If you plead not guilty, you will be sent a court notice after the intake date informing you of your Court Trial (or if jury fees are paid your pre-trial conference) date. Make sure the Clerk of Court office has your **correct mailing address**.
3. If you feel you have extenuating circumstances you want the prosecutor to consider, you should send your circumstances in writing as soon as possible. The original correspondence should be sent to the Clerk of Court office to be placed in your court file and a copy should be enclosed which will be given to the District Attorney's office.
4. Once you have received your hearing notice giving the Court Trial or Pre-trial conference date, you may contact the District Attorney's office at 715-526-2166 (if State Patrol or County case) to discuss your case. If the attorney handling your case is willing to amend the charge the case may be resolved and the court trial / jury trial will be cancelled saving the potential witness/jury fee expenses.
5. If you want to change your plea before trial, you must put that request in writing at least 5 days before the trial date so that witnesses can be cancelled to prevent witness fees being assessed.
6. If you wish to continue to contest this matter, be prepared to present your case at the trial. Bring any documentation you wish to present along, and any witnesses you wish to testify on your behalf must be in person at the trial. Any exhibits must be printed off. The court does not wish to take any of your electronic devices into evidence.
7. Actual jury costs, which can range from \$500-\$900 per day, may be accessed by the Court if a change in plea is made on the day of the scheduled jury trial.
8. Any correspondence changing your plea should be sent by mail or faxed to (715) 526-4915. Email correspondence is not proper for filing documents.